

HARYANA RENEWABLE ENERGY DEVELOPMENT AGENCY (HAREDA)

DEPARTMENT OF RENEWABLE ENERGY, HARYANA

The 5th June, 2012

No. 19/09/2010-5 Power--The Board of Governors of Haryana Renewable Energy Development Agency (HAREDA) hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Renewable Energy Development Agency :

PART-I GENERAL

1- Short Title and Commencement:

- (i) These rules may be called the Haryana Renewable Energy Development Agency (Grade A, B, C and D) Service Rules, 2012.
- (ii) They shall come into force on the date these are approved by the Board of Governors of Haryana Renewable Energy Development Agency (HAREDA)

2- Definitions :

In these rules, unless the context otherwise requires.

- (a) "HAREDA" means the Haryana Renewable Energy Development Agency, Chandigarh, a registered society under Societies Registration Act XXI of 1860;
- (b) "Chief Scientific Engineer" means functional Head of the HAREDA;
- (c) "Financial Commissioner" means the Financial Commissioner and Principal Secretary to Government, Haryana, Renewable Energy Department, who would be the Chairman of the Board of Governors also;
- (d) "Competent Authority" means an authority who is competent to exercise any or all the powers under these rules or to whom powers in respect of any of all these rules have been delegated by the Board of Governors;
- (e) "Director" means the Director, Renewable Energy Department, Haryana who would be the Director, HAREDA also;
- (f) "Commission" means the Haryana Public Service Commission/Haryana Staff Selection Commission.
- (g) "Direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of the Government of India or any State Government;
- (h) "Employer" means Haryana Renewable Energy Development Agency, Chandigarh
- (i) "Government" means the Haryana Government in the Administrative Department;
- (j) "Board of Governors" means the Board of Governors of HAREDA constituted under Rule 12 of the Rules of Association of the Haryana Renewable Energy Development Agency (HAREDA);

- (k) "Head Office" means Registered Office of the Agency at Chandigarh;
- (l) "Institution" means,-
- (i) any institution established by law in force in the State of Haryana or
- (ii) any other institution recognized by the Government for the purpose of these rules ;
- (m) "recognized University" means,
- (i) any university incorporated by law in India; or
- (ii) any other university which is declared by the Government to be recognized University for the purpose of these rules;
- (n) "Service" means the Haryana Renewable Energy Development Agency (Grade A, B, C and D) Service.

PART II-RECRUITMENT TO SERVICE

Number and Character of Posts:

3. The Service shall comprise the posts shown in Appendix "A" to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, domicile and character of candidates appointed to service:

4. (1) No persons shall be appointed to any post in the Service, unless he is,-

- (i) a citizen of India ; or
- (ii) a subject of Sikkim; or
- (iii) a subject of the State of Pondicherry ,or
- (iv) a person of Indian origin, who has migrated from Pakistan with the intention of permanently settling in India;

Provided that, subject to the issue of a certificate of eligibility in his favour, a subject of Nepal or a Tibetan who came over to India before the 1st January, 1962 with the intention of permanently settling in India may also be appointed to any post in the service;

Provided further that a candidate belonging to category (iii) or (iv) above must be a person in whose favour a certificate of eligibility had been given by the competent authority and if he belongs to category (iv) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

(2) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission, Board or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.

Age:

5. No person shall be appointed to any post in the Service by direct recruitment unless he/ she fulfills the age limit prescribed by the Haryana Government from time to time.

Appointing authority :

6. Appointment to the post in the Service shall be made by the Director, HAREDA & Chairman, HAREDA for Group C & D and Class A & B respectively.

Qualifications :

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in Column 2 of Appendix "B" to these rules in the case of direct recruitment and those specified in Column 3 of the aforesaid Appendix in case of persons appointed other than by direct recruitment :

Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Commission in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Other Backward Classes, Ex-Service men and Physically handicapped categories possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifications:

8. No person,
- (a) who has entered into or contracted a marriage with a person having spouse living , or
- (b) who having a spouse living, has entered or contracted a marriage with any person, shall not be eligible for appointment to any post in Service :

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule,

Method of Recruitment :

9. (1) Recruitment to the Service shall be made, -
- a) in case of Chief Scientific Engineer,
- (i) by promotion from the post of Scientific Engineer 'A'; or
- (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,
- b) in case of Scientific Engineer 'A' ,
- (i) by promotion from amongst Senior Technical Managers ; or
- (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,
- c) in case of Senior Technical Manager ,
- (i) 50% by promotion from amongst Technical Manager ; or
- (ii) 50% by direct recruitment; or
- (iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,
- d) in case of Technical Manager,
- (i) 50% by promotion from the post of Technician ; or
- (ii) 50% by direct recruitment ; or
- (iii) by transfer or deputation of any officer/official already in the service of any State Government or the Government of India,
- e) in case of Section Officer ,
- (i) on deputation from the SAS cadre of the Finance Department, Haryana
- f) in case of Personal Assistant
- (i) By promotion from the post of Sr.Scale Stenographer
- (ii) By transfer or deputation of any official already in the service of any State Government or the Government of India.

- g) in case of Assistant,
 - (i) by promotion from amongst Clerk-cum-Cashier/Steno-Typist ; or
 - (ii) by transfer or deputation of any official already in the service of any State Government or the Government of India,
- h) in case of Senior Scale Stenographer ,
 - (i) 50% by promotion from the post of Steno-Typist ; or
 - (ii) 50% by direct recruitment ; or
 - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India,
- i) in case of Technician ,
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,
- j) in case of Junior Librarian,
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of any official already in the service of any State Government or the Government of India,
- k) in case of Steno Typist ,
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of any official already in the service of any State Government or the Government of India,
- l) in case of Clerk / Cashier ,
 - (i) 20% by promotion from the post of Peon ; or
 - (ii) 80% by direct recruitment ; or
 - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India,
- m) in case of Driver,
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,
- n) in case of Peon ,
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

2. All promotions, unless otherwise provided, shall be made on seniority-cum – merit basis and seniority alone shall not confer any right to such promotions.

Probation :

10. (1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise;

Provided that :-

- (a) any period, after such appointment, spent on deputation on a or a higher post shall count towards the period of probation;
 - (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule : and
 - (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may,
- (a) if such person is appointed by direct recruitment, dispense with his Services : and
 - (b) If such person is appointed otherwise than by direct recruitment,
 - i) revert him to his former post : or
 - ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,
- (a) if his work or conduct has in its opinion, been satisfactory,
 - (i) confirm such person from the date of his appointment, if appointed, against a permanent vacancy; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy: or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy: or
 - (b) if his work ad conduct has in its opinion, been not satisfactory;
 - (i) dispense with his services, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him such other manner as as the terms and conditions of his previous appointment permit; or
 - (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of first period of probation;

Provided that the total period of probation, including extension. If any shall not exceed three years.

Seniority:

11. Seniority, *inter se* of members of the Service shall be determined by the length of continuous Service on any post in the Service;

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre;

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority;

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of a member appointed by promotion or by transfer Seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of a member appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher pay in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and to the length of such Service is also the same, the older member shall be senior to the younger member.

Liability to serve

12. (1) A member of the Service shall be to serve at any place, whether within or outside the State of Haryana, on being Ordered so to do by the appointing authority.

(2) A member of the service may also be adopted to serve under

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government a Municipal Corporation or a local authority or University within the State of Haryana ;
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government ; or
- (iii) any other State Government, an international organization, an autonomous body not controlled by the Government or a private body ;

Provided that no member of the service shall be deputed to serve the Central or any other State Government or any organization or body referred to in clauses (ii) or (iii) except with his consent.

Pay, leave, pension and other matters;

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the constitution of India or under any law for the time being in force made by the State Legislature.

Lien:

14. The appointing authority may allow an employee of the Centre to be on deputation to an outside agency on such terms and conditions as may be determined by the competent authority in consultation with the foreign employer. No employee of the Centre on deputation with an outside agency shall be allowed to retain a lien on his/her post for more than two years unless otherwise decided by the Chairman.

Discipline, Penalties and appeals :

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal), Rules, 1987, as amended from time to time;

Provided that the nature of penalties which may be imposed. The authority empowered to impose such penalties and appellate authority shall. Subject to the provision of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause I or (d) of sub rule (l) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall be as specified in Appendix D to these rules.

Vaccination :

16. Every member of the Service shall get himself vaccinated and re-vaccinated as and when the Chairman of the BOG so directs by a special or general order,

Oath of allegiance;

17. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to media and to the Constitution of India as by law established.

Power of relaxation ;

18. Where the Chairman HAREDA is of the opinion that it is necessary or expedient to do so, it may, by order, for Reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Special provisions ;

19. Notwithstanding anything contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservation ;

20. Nothing contained these rules shall affect reservations and other concessions required to be provided for Scheduled Caste. Backward Classes, Other. Backward Classes, Ex-servicemen ,physically handicapped -persons Or any other class or category of persons in accordance with the order issued by the Government in this regard, from time to time ;

Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

Repeal and savings;

21. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed :

Provided that any orders made or action taken under the rule so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX "A"
 (see rule 3)

Sr.No.	Designation of Post		No. of posts Permanent	Temporary	Total	Scale of Pay
A- Technical Posts						
1-	Chief Scientific Engineer	-	1	1	PB-3 Rs.15600-39100 + 8000 Grade Pay	
2-	Scientific Engineer 'A'	-	1	1	PB-3 Rs.15600-39100+6000 Grade Pay	
3-	Senior Technical Manager	-	2	2	PB-2 Rs.9300-34800+5400 Grade Pay	
4-	Technical Manager	-	3	3	PB-2 Rs.9300-34800+4200 Grade Pay	
5-	Technician	-	1	1	PB-1 Rs.5200-20200+2400 Grade Pay	
	A- Total Technical Posts		8	8		
B- Non-Technical Posts						
6-	Section Officer	-	1	1	PB-2 Rs.9300-34800+4600 Grade Pay	
7-	Personal Assistant	-	1	1	PB-2 Rs.9300-34800+3300 Grade Pay	
8-	Assistant	-	2	2	PB-2 Rs.9300-34800+3200 Grade Pay	
9-	Senior Scale Stenographer	-	2	2	PB-2 Rs.9300-34800+3200 Grade Pay	
10-	Junior Librarian	-	1	1	PB-1 Rs.5200-20200+2400 Grade Pay	
11-	Steno-Typist	-	2	2	PB-1 Rs.5200-20200+1900 Grade Pay	
12-	Clerk-cum-Cashier	-	3	3	PB-1 Rs.5200-20200+1900 Grade Pay	
13-	Driver	-	2	2	PB-1 Rs.5200-20200+2400 Grade Pay	
14-	Peon	-	4	4	IS Rs.4440-7440+1300 Grade Pay	
	B- Total Non-technical Posts		18	18		
	Grand Total (A+B)		26	26		

APPENDIX "B"
(see rule 7)

Sr.No	Designation of the post /Scale	Academic qualifications and experience, if any, by direct recruitment	Academic qualification, experience, if any, for appointment other than direct recruitment.
1.	Chief Scientific Engineer	<p>B.E./ B.Tech in Electrical / Mechanical/ Electronics/ Energy System Engineering/ Computer / Instrumentation / Chemical / Civil /Renewable Energy/ Energy Conservation from any recognized institution/ university with minimum 60% marks. Preference will be given to candidates holding M.E./M.Tech or Ph.D.degree in above fields.</p> <p>Minimum 10 years experience in Project Planning & Implementation in the areas of Renewable Energy / Energy Conservation / Demand Side Management. Out of which 6 years should be in formulating and implementing various projects / programmes related to Renewable Energy / Energy Conservation / Demand Side Management, examining the techno-economic viabilities and coordination of implementation of such projects / programmes between user agencies at centre/ State level.</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi / Sanskrit upto Matric</p>	<p><u>By Promotion :</u> From the post of Scientific Engineer 'A' in HAREDA having five years regular service on the post of Scientific Engineer 'A'.</p> <p><u>By Transfer/deputation</u> B.E./ B.Tech in Electrical / Mechanical/ Electronics/ Energy System Engineering/ Computer / Instrumentation / Chemical / Civil /Renewable Energy/ Energy Conservation from any recognized institution/ university with minimum 50% marks</p> <p>10 years experience in Project Planning & Implementation in the area of Renewable Energy / Energy Conservation / Demand Side Management. Out of which 6 years should be in formulating and implementing various projects / programmes related to Renewable Energy / Energy Conservation / Demand Side Management, examining the techno-economic viabilities and coordination of implementation of such projects / programmes between user agencies at centre/ State level.</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi / Sanskrit upto Matric</p>
2.	Scientific Engineer (A)	<p>Degree in Electrical / Mechanical / Electronics Engg. with minimum 50% marks</p> <p>Knowledge of Hindi/Sanskrit upto Matric standard.</p> <p><u>Experience:</u> Minimum 8 years experience in project formulation and implementation of</p>	<p><u>By Promotion :</u> Promotion from the feeder post of Sr. Technical Manager in HAREDA having five years regular service on the post of Senior Technical Manager.</p> <p><u>By transfer/deputation</u> Degree in Electrical / Mechanical /</p>

		<p>various energy and Renewable Energy and energy conservation programmes/ schemes, preparation of pre-feasibilities/ DPRs and experience in examining the techno-economic viabilities of such project.</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi / Sanskrit upto Matric</p>	<p>Electronics Engg. with minimum 50% marks</p> <p>Knowledge of Hindi / Sanskrit upto Matric</p> <p><u>Experience:</u></p> <p>Minimum five years experience in project formulation and implementation of various energy and Renewable Energy and energy conservation programmes/ schemes, preparation of pre-feasibilities/ DPRs and experience in examining the techno-economic viabilities of such project.</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi / Sanskrit upto Matric</p>
3.	Senior Technical Manager	<p>Master's degree in Pure Science/Applied Science or Bachelors degree in Engineering or Technology or equivalent from a recognized University with minimum 50% marks</p> <p><u>Desirable</u></p> <p>Candidates having at least 5 years experience in Industrial /Academic Institutions or Govt. Organizations in the Renewable Energy, Energy Conservation, areas shall be given preference.</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi / Sanskrit upto Matric</p>	<p><u>By Promotion :</u></p> <p>From amongst Technical Managers of HAREDA having minimum five years regular service on the post of Technical Officer.</p> <p><u>By transfer/deputation :</u></p> <p>Master's degree in Pure Science/Applied Science or Bachelors degree in Engineering or Technology or equivalent from a recognized University with minimum 50% marks</p> <p>Minimum five years experience in project formulation and implementation of various energy and Renewable Energy and energy conservation programmes/ schemes, preparation of pre-feasibilities/ DPRs and experience in examining the techno-economic viabilities of such project.</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi / Sanskrit upto Matric</p>
4.	Technical Manager	Masters degree in Physics/ Chemistry/ Energy/ Energy System/ Energy Management/ Mathematics / Operational Research with at least	<p><u>By Promotion :</u></p> <p>Diploma in Electrical, Electronics or Mechanical Engineering. Ten years experience as Technician;</p>

		<p>60% marks or equivalent degree; or Bachelor degree in Electrical/Agricultural Engg./Electronics/Civil Energy/Energy System or equivalent degree with at least 60% marks ; Knowledge of Hindi/ Sanskrit upto Matric 2 years experience in Planning, Development and implementation of Renewable Energy/ Energy Conservation Projects/ programmes in the Government Department/Public Sector undertaking commercial organization of repute on the post of carrying pay scale not below the PB-2 9300-34800+3300 Grade Pay for equivalency the minimum average gross monthly pay in Private sector shall be Rs.16000/-</p>	<p><u>By transfer/deputation :</u> Diploma in Electrical, Electronics or Mechanical Engineering; Three years experience on the post of Junior Engineer / Asstt. Project Officer of Renewable Energy Deptt. or equivalent post. Proficiency in Computers Knowledge of Hindi / Sanskrit upto Matric</p>
5.	Section Officer	-	S.A.S. Cadre
6.	Personal Assistant	-	<p><u>By Promotion :</u> i) 5 years experience as Senior Scale Stenographer ; ii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute and English Shorthand at 100 Words per Minute and transcription thereof at 20 Words per minute . iii) Proficiency in Computers.</p> <p><u>By Transfer or deputation :</u> Five year experience as Personal Assistant;</p>
7.	Assistant	-	<p><u>By Promotion</u> By promotion from the post of Clerk-cum-Cashier/ Steno-Typist with 5 year experience.</p> <p><u>By Transfer/ Deputation</u></p>

			5 years experience as Clerk or Steno-Typist Knowledge of Hindi upto Matric
8.	Senior Scale Stenographer	<p>Matric 1st Divn./ Higher Secondary 2nd Divn./ Intermediate 2nd Divn./ 10+2 (Vocational) 2nd Division/ Graduate or equivalent (for ex-servicemen Matric only)</p> <p>English Shorthand at 100 words per minute and transcription thereof at 20 words per minute and Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute</p> <p>Should have passed the Computer Eligibility Test in Computer Applications from HARTRON.</p> <p>Knowledge of Hindi/Sanskrit upto Matric</p>	<p><u>By Promotion :</u></p> <p>5 years experience as Steno-Typist</p> <p>English Shorthand at 100 words per minute and transcription thereof at 20 words per minute and Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute.</p> <p>Proficiency in Computers</p> <p><u>By Transfer or Deputation</u></p> <p>5 years experience as Steno-Typist or 3 years experience as Junior Scale Stenographer</p>
9.	Technician	<p>Matric with ITI certificate holder (Mechanical or Fitter or Motors or Electrical or Electronics or Machinist Composite)</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi/Sanskrit upto Matric</p>	<p><u>By Transfer or deputation</u></p> <p>Matric with ITI certificate holder (Mechanical or Fitter or Motors or Electrical or Electronics or Machinist Composite)</p> <p>5 years experience as Technical Assistant</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi/Sanskrit upto Matric</p>
10.	Junior Librarian	<p>B.A./ B.Sc. in Library Science with at least 50% marks</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi/ Sanskrit upto Matric</p>	<p>By Transfer/ Deputation</p> <p>B.A./ B.Sc. in Library Science with at least 50% marks</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi/ Sanskrit upto Matric</p>

11.	Steno-Typist	<p>Matric 1st Divn./ Higher Secondary 2nd Divn./ Intermediate 2nd Divn./ 10+2 (Vocational) 2nd Division/ Graduate or equivalent (for ex-servicemen Matric only)</p> <p>English Shorthand at 80 words per minute and transcription thereof at 15 words per minute and Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi/Sanskrit upto Matric</p>	<p><u>By Promotion :</u></p> <p>5 years experience as Clerk.</p> <p>English Shorthand at 80 words per minute and transcription thereof at 15 words per minute and Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute</p> <p><u>By Transfer or Deputation</u></p> <p>5 years experience as Clerk</p> <p>English Shorthand at 80 words per minute and transcription thereof at 15 words per minute and Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute</p> <p>Proficiency in Computers</p>
12.	Clerk-cum-Cashier	<p>Matric 1st Divn./ Higher Secondary 2nd Divn./ Intermediate 2nd Divn./ 10+2 (Vocational) 2nd Division/ Graduate or equivalent (for ex-servicemen Matric only)</p> <p>Candidate will have to pass English/Hindi type test @ 30/25 words per minute within one year from the date of appointment</p> <p>Proficiency in Computers</p> <p>Knowledge of Hindi/Sanskrit upto Matric</p>	<p><u>By Promotion :</u></p> <p>5 years regular service as Peon and qualification of Matric.</p> <p>Candidate will have to pass English/Hindi type test @ 30/25 words per minute within one year from the date of appointment</p> <p>Candidate shall have to pass the written examination of Hindi and English of Matric standard to be conducted by the Director</p> <p><u>By Transfer or Deputation</u></p> <p>5 years experience as Clerk</p>
13.	Driver	<p>Matric with Hindi / Sanskrit</p> <p>Should have light /heavy transport vehicle, driving licence</p> <p>2 years experience of driving a light/heavy vehicle</p>	<p><u>By Promotion :</u></p> <p>5 years experience as Peon.</p> <p>Should have light/heavy transport vehicle, driving licence</p> <p>2 years experience of driving a light/heavy vehicle.</p>

			<u>By Transfer/deputation :</u> 2 years experience of driving a light/heavy vehicle
14.	Peon	Middle pass with Hindi/Sanskrit	<u>By Transfer/deputation :</u> Middle pass with Hindi/Sanskrit

APPENDIX C

[See rule 14(2)]

Serial Number	Designation of Posts	Appointment Authority	Nature of penalties	Authority empowered to impose penalty	Appellate authority	Second & final appellate authority, if any
1	2	1	3	4	5	6
1.	Chief Scientific Engineer	Chairman / Chairperson	Minor Penalties i) Warning with a copy in the personal file (Character role); ii) censure; iii) withholding of promotion; iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or a breach of orders, to the Central Govt. or a State Govt. or to a Company and Association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Govt. or to a local authority set up by an Act of Parliament or the Legislature of a State; and v) withholding of increments of pay without cumulative effect;	Chairman/ Chairperson	BOG	Govt.
2.	Scientific Engineer A'	-do-		-do-	-do-	-do-
3.	Senior Technical Manager	-do-		Director	Chairman/ Chairperson	BOG
4.	Technical Manager	-do-		-do-	-do-	-do-
5.	Section Officer	FD		FD	FD	FD
6.	Personal Assistant	Director	Major Penalties (v) (a) withholding of increments of pay with cumulative effect; (vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Govt. employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay; (vii) reduction to a lower scale of pay grade, post or service which shall ordinarily be a bar to the promotion of Govt. employee to the time scale of pay, grade, post or service from	Director	Chairman/ Chairperson	BOG
7.	Assistant					
8.	Sr. Scale Steno					
9.	Technician					
10.	Junior Librarian					
11.	Steno-Typist					
12.	Clerk-cum-Cashier					
13.	Driver					
14.	Peon					

			<p>which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>(viii) Compulsory retirement ;</p> <p>(ix) Removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(x) Dismissal from the service which shall ordinarily be a disqualification for future employment under the Government.</p>			
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APPENDIX D

[See rule 14(2)]

Serial Number	Designation of Post	Nature of order	Authority empowered to make the order	Appellate authority	Second & final appellate authority, if any
1	2	3	4	5	6
1	Chief Scientific Engineer	i) reducing or withholding amount of ordinary or additional pension admissible under the rules governing pension;	Chairman/ Chairperson	BOG	-
2	Scientific Engineer 'A'		-do-	-do-	-do-
3	Senior Technical Manager		Director General	Chairman/ Chairperson	BOG
4	Technical Manager		-do-	-do-	-do-
5	Section Officer		FD	-	-
6	Personal Assistant	ii) terminating the appointment of member of the service otherwise than on his attaining the age fixed for superannuation.	Director	Chairman/ Chairperson	BOG
7	Assistant		-do-	-do-	-do-
8	Senior Scale Stenographer		-do-	-do-	-do-
9	Technician		-do-	-do-	-do-
10	Junior Librarian		-do-	-do-	-do-
11	Steno-Typist		-do-	-do-	-do-
12	Clerk-cum-Cashier		-do-	-do-	-do-
13	Driver		-do-	-do-	-do-
14	Peon		-do-	-do-	-do-

VIJAI VARDHAN
 Financial Commissioner & Principal Secretary to
 Government Haryana, Renewable Energy Deptt.,
 and Chairman, HAREDA